

**ELK ISLAND PUBLIC SCHOOLS  
JIM SEUTTER**

**EXPENSES SUBMITTED FOR THE REPORTING PERIOD: SEPTEMBER 1 TO NOVEMBER 30, 2019**

WORKING SESSIONS: Costs associated with meetings with internal departments or schools including travel, meals, parking, etc.					
Date	Description of Working Session	Expense Type	Page Reference	Net Amount <sup>1</sup>	Notes
	Nothing to report this period				
	<b>Sub-Total Working Sessions</b>			<u>\$0.00</u>	
BUSINESS TRAVEL: Costs associated with attending external meetings including travel, meals, parking, business insurance on a private vehicle, etc.					
Date	Business Reason for Travel	Expense Type	Page Reference	Net Amount <sup>1</sup>	Notes
September 17-18, 2019	Board Retreat - Westeros, AB	Accommodations	2,3,4	\$136.22	
		Meals	2 - 9	\$108.56	
		Mileage	10,11	\$98.46	
October 30, 2019	Alberta Teachers Association Meeting	Meal	12,13	\$39.51	
	<b>Sub-Total Business Travel</b>			<u>\$382.75</u>	
PROFESSIONAL DEVELOPMENT: Costs associated with attending formal courses, conferences, seminars and other professional learning events including registration, airfare, accommodations, meals, etc.					
Date	Professional Learning Event Name	Expense Type	Page Reference	Net Amount <sup>1</sup>	Notes
	Nothing to report this period				
	<b>Sub-Total Professional Development</b>			<u>\$0.00</u>	
PROFESSIONAL MEMBERSHIP DUES: Costs paid to a professional association on behalf of an individual Board member, the Superintendent, Treasurer, or Corporate Secretary.					
Date	Description of Professional Membership	Expense Type	Page Reference	Net Amount <sup>1</sup>	Notes
	Nothing to report this period				
	<b>Sub-Total Professional Membership Dues</b>			<u>\$0.00</u>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>				<b>\$382.75</b>	

**Note:**

*(1) Attached receipts may include expenses for all parties who attended. Only expenses for the individual named on this report have been included above.*

*Elk Island Public Schools receives a GST rebate for 68% of the 5% GST. Amounts above include the net GST only.*

15 Village Drive, RR2  
 Westrose, AB T0C 2V0  
 Ph1(877)688-0006 Fax1(780)586-3520  
 info@villagecreekcountryinn.com

TAX ID: 850794207

**Mtg EIPS Trustees**

Room	Folio	CheckIn	CheckOut	Balance
FSAM	118142	17/09/2019	19/09/2019	0.00
Master Folio				

Direct Bill: ELK ISLAND PUBLIC SCH TRUSTEES

Date	Room	Description / Voucher	Charges	Credits	Balance
17/09/2019	FSAM	Deposit Transfer - Conf: 105409 to Folio: 118142	0.00	500.00	-500.00
17/09/2019	FSAM	Meeting Room - Rental - Fireside	195.00	0.00	-305.00
17/09/2019	FSAM	GST - 5%	9.75	0.00	-295.25
17/09/2019	FSAM	Meeting Room - Catering - Chef's Feast	170.00	0.00	-125.25
17/09/2019	FSAM	GST - 5%	8.50	0.00	-116.75
17/09/2019	FSAM	Meeting Room - Refreshment - Coffee / Tea Service	20.00	0.00	-96.75
17/09/2019	FSAM	GST - 5%	1.00	0.00	-95.75
17/09/2019	FSAM	Meeting Room - Refreshment - Coffee / Tea Service	20.00	0.00	-75.75
17/09/2019	FSAM	GST - 5%	1.00	0.00	-74.75
17/09/2019	114	Room Taxable - Skip Gordon	139.00	0.00	64.25
17/09/2019	114	GST - 5%	6.95	0.00	71.20
17/09/2019	114	Tourism Levy - 4%	5.56	0.00	76.76
17/09/2019	116	Room Taxable - Mark Liguori	139.00	0.00	215.76
17/09/2019	116	GST - 5%	6.95	0.00	222.71
17/09/2019	116	Tourism Levy - 4%	5.56	0.00	228.27
17/09/2019	218	Room Taxable - Colleen Holowaychuk	129.00	0.00	357.27
17/09/2019	218	GST - 5%	6.45	0.00	363.72
17/09/2019	218	Tourism Levy - 4%	5.16	0.00	368.88
17/09/2019	219	Room Taxable - Annette Hubick	129.00	0.00	497.88
17/09/2019	219	GST - 5%	6.45	0.00	504.33
17/09/2019	219	Tourism Levy - 4%	5.16	0.00	509.49
17/09/2019	220	Room Taxable - Trina Boymook	139.00	0.00	648.49
17/09/2019	220	GST - 5%	6.95	0.00	655.44
17/09/2019	220	Tourism Levy - 4%	5.56	0.00	661.00
17/09/2019	221	Room Taxable - Don Irwin	129.00	0.00	790.00
17/09/2019	221	GST - 5%	6.45	0.00	796.45
17/09/2019	221	Tourism Levy - 4%	5.16	0.00	801.61
17/09/2019	222	Room Taxable - Heather Wall	139.00	0.00	940.61
17/09/2019	222	GST - 5%	6.95	0.00	947.56
17/09/2019	222	Tourism Levy - 4%	5.56	0.00	953.12
17/09/2019	223	Room Taxable - Jim Seutter	129.00	0.00	1,082.12
17/09/2019	223	GST - 5%	6.45	0.00	1,088.57
17/09/2019	223	Tourism Levy - 4%	5.16	0.00	1,093.73
17/09/2019	224	Room Taxable - Harvey Stadnick	139.00	0.00	1,232.73
17/09/2019	224	GST - 5%	6.95	0.00	1,239.68
17/09/2019	224	Tourism Levy - 4%	5.56	0.00	1,245.24
18/09/2019	FSAM	Meeting Room - Rental - Fireside	195.00	0.00	1,440.24
18/09/2019	FSAM	GST - 5%	9.75	0.00	1,449.99

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 Westeros, AB T0C 2V0  
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**Mtg EIPS Trustees**

Room	Folio	CheckIn	CheckOut	Balance
FSAM	118142	17/09/2019	19/09/2019	0.00
Master Folio				

Direct Bill: ELK ISLAND PUBLIC SCH TRUSTEES

Date	Room	Description / Voucher	Charges	Credits	Balance
18/09/2019	FSAM	Meeting Room - Catering - Chef's Feast	170.00	0.00	1,619.99
18/09/2019	FSAM	GST - 5%	8.50	0.00	1,628.49
18/09/2019	FSAM	Meeting Room - Refreshment - Coffee / Tea Service	20.00	0.00	1,648.49
18/09/2019	FSAM	GST - 5%	1.00	0.00	1,649.49
18/09/2019	FSAM	Meeting Room - Refreshment - Coffee / Tea Service	20.00	0.00	1,669.49
18/09/2019	FSAM	GST - 5%	1.00	0.00	1,670.49
18/09/2019	FSAM	Meal Gratuity - Thank You	75.60	0.00	1,746.09
18/09/2019	FSAM	- Thank You Trina	0.00	1,746.09	0.00
<b>Balance Due</b>					<b>0.00</b>
<b>Summary and Taxes</b>					
		Taxable Sales	2,021.00		
		GST - 5%	101.05		
		Tourism Levy - 4%	48.44		

VILLAGE CREEK COUNTRY  
 INN  
 15 VILLAGE DR  
 WESTEROSE AB

CARD \*\*\*\*\*  
 CARD TYPE ---  
 DATE 2019/09/18  
 TIME 3684 10:28:36  
 RECEIPT NUMBER  
 C84153967-001-065-002-0  
 PURCHASE  
 TOTAL

**\$1,746.09**

A0000000041010  
 50B34AB7ADA2B68F  
 0000008000-E800  
 E9208EE8B2863226

**APPROVED**  
 AUTH# 099213  
 THANK YOU  
 01-027

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## BOARD RETREAT SEPTEMBER 2019

	17-Sep with gratuity and 32% GST		17-Sep with gratuity and 32% GST		17-Sep with gratuity and 32% GST		18-Sep with gratuity and 32% GST		18-Sep with gratuity and 32% GST		Total
	Eco Café		Village Inn		Chef N		Eco Café		Village Inn		Food
TRINA	12.25	14.38	23.35	27.91	15.25	17.78	11.25	13.46	<b>23.35</b>	27.91	<b>101.43</b>
SKIP	19.70	23.12	23.33	27.91	15.25	17.78	21.25	25.42	<b>23.33</b>	27.91	<b>122.13</b>
COLLEEN	19.50	22.88	23.33	27.91	17.50	20.40	18.75	22.43	<b>23.33</b>	27.91	<b>121.53</b>
HEATHER	16.75	19.66	23.33	27.90	-	-	18.00	21.53	<b>23.33</b>	27.90	<b>96.99</b>
HARVEY	11.25	13.20	23.33	27.91	17.75	20.69	12.25	14.65	<b>23.33</b>	27.91	<b>104.37</b>
DON	11.45	13.44	23.33	27.91	27.75	32.35	18.95	22.66	<b>23.33</b>	27.91	<b>124.27</b>
MARK	12.25	14.38	23.34	27.91	16.25	18.94	19.70	23.56	<b>23.34</b>	27.91	<b>112.70</b>
JIM	7.25	8.51	23.33	27.90	17.75	20.69	19.70	23.56	<b>23.33</b>	27.90	<b>108.56</b>
ANNETTE	18.75	22.00	23.33	27.90	17.75	20.69	19.25	23.02	<b>23.33</b>	27.90	<b>121.52</b>
	129.15	151.56	210.00	251.16	145.25	169.33	159.10	190.29	<b>210.00</b>	251.16	<b>1,013.50</b>

	Hotel Room	GST	Levy	32% GST	GL
TRINA	139.00	6.95	5.56	2.22	<b>146.78</b>
SKIP	139.00	6.95	5.56	2.22	<b>146.78</b>
COLLEEN	129.00	6.45	5.16	2.06	<b>136.22</b>
HEATHER	139.00	6.95	5.56	2.22	<b>146.78</b>
HARVEY	139.00	6.95	5.56	2.22	<b>146.78</b>
DON	129.00	6.45	5.16	2.06	<b>136.22</b>
MARK	139.00	6.95	5.56	2.22	<b>146.78</b>
JIM	129.00	6.45	5.16	2.06	<b>136.22</b>
ANNETTE	129.00	6.45	5.16	2.06	<b>136.22</b>
	1,211.00	60.55	48.44	19.38	<b>1,278.82</b>

**ECOfé Pigeon Lake**

#10 Village Drive RR2

Westerose, Alberta

Canada, T0C2V0

Tel: 7805862627

Printed September 17, 2019 at 12:56 PM

September 17, 2019 at 12:56  
PM

Order #:  
39757

Table: Table B4, 1 guest

Party Name: 8

Servers: Deb

GST, 5% #: 884610916RT0001

*JIM*

7 x All Pop	<i>Munk, Trina, Annette, Colleen</i>	\$19.25
Juice	<i>Don</i>	\$2.95
Special	<i>SKRP</i>	\$16.95
3 x Broth Bowl	<i>Munk, Trina, Don</i>	\$19.50
3 x Panbread	<i>Munk, Trina</i>	\$6.00
Side Greens	<i>Annette</i>	\$5.50
Add Chicken	<i>Annette</i>	\$6.00
3 x Broth Cup	<i>Annette, JIM, HARVEY</i>	\$13.50
Vegeterian Quesadilla	<i>Heather</i>	\$14.00
2 x Cheese Scone	<i>HARVEY</i>	\$4.00
Asparagus Wrap	<i>Colleen</i>	\$19.50
+ \$2.50: greens	<i>Colleen</i>	
Add Cheese	<i>Don</i>	\$2.00

Food Total	\$106.95
Beverage Total	\$22.20

Sub Total	\$129.15
GST, 5%	\$6.46

<b>Total</b>	<b>\$135.61</b>
--------------	-----------------

Thank You  
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TRANSACTION RECORD  
RELEVÉ DE TRANSACTION

**ECOcafé Pigeon Lake**  
#10 Village Drive RR2  
Westerose, Alberta  
Canada, T0C2V0  
Tel: 7805862627

Printed September 17, 2019 at 12:59 PM

**Order ID: 39757**

Type: Purchase

Date/Time: 2019-09-17 12:58:56

Server: Deb

Card Number: XXXXXXXXXXXX

Account Type:

Auth #: 084133

Ref #: 662852730010016630 C

A0000000041010

0000008000E800

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**Subtotal: \$135.61**

**Tip: \$20.34**

**Total: \$155.95**

Important - retain this copy for your records

\*\*\* CUSTOMER COPY \*\*\*

CHEF N PIGEON LAKE  
21 VILLAGE DR  
WESTEROSE AB

CARD \*\*\*\*\*  
CARD TYPE  
DATE 2019/09/17  
TIME 5383 18:24:06  
CLERK ID 25  
RECEIPT NUMBER  
C82037236-001-001-220-0

-----  
PURCHASE  
TOTAL

**\$174.20**  
-----

A0000000041010  
B7FA7724770DC3F1  
0000008000-E800  
27229E0A5F6100D4

**APPROVED**

AUTH# 035537 01-027  
THANK YOU

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\*\*\*\*\*  
 CHECK # 78480                              DATE 9/17/19  
 TABLE # 9                                    TIME 6:13PM  
 -----

--                              DINING : MELISSA 25                              --

SEAT#	ITEMS ORDERED	AMOUNT
	<i>Green</i> BRISKET BEEF DIP	17.50
	<i>Anne</i> CHICKEN BURGER	15.75
	GRILLED	0.00
	<i>W</i> ADD GRAVY	2.00
	<i>MDS</i> STEAK SANDWICH	17.75
	<i>Mark</i> BBQ FIRECRACKER	16.25
	STEAK SANDWICH <i>JIM</i>	17.75
	<i>DON</i> SMOKEHOUSE RIBS	27.75
	PULLED PORK - <i>Skip</i>	15.25
	PULLED PORK - <i>Trina</i>	15.25
	SUBTOTAL	145.25
	SERVICE CHARGE	21.79
	GST	7.16
		-----
		174.20
	TOTAL	174.20

\*\*\*\*\*

SUBTOTAL	145.25
SERVICE	21.79
GST	7.16
	-----
TOTAL DUE	174.20
	-----

# OF GUESTS 1

Thank you for dining at  
 Chef N Pigeon Lake!

Now accepting reservations  
 and catering upon request

GST#  
 0601324RT0001



**ECOfacé Pigeon Lake**  
 #10 Village Drive RR2  
 Westeros, Alberta  
 Canada, T0C2V0  
 Tel: 7805862627

Printed September 18, 2019 at 12:34 PM

September 18, 2019 at 12:34 PM  
**Table:** B2, 9 guests  
 Party Name: 6  
 Order #: 39783  
 Servers: Brenda  
 GST, 5% #: 884610916RT0001

Quesadilla	Skip	\$16.00
Quesadilla	Colleen	\$16.00
Small Ceasar	Heather	\$9.50
Add Chicken	Heather	\$6.00
Small Ceasar	Harvey	\$9.50
Wood Works	Don	\$16.00
2 x Special	Mark, Jim	\$33.90
Fajita Salad	Annette	\$16.50
Cream Bowl	Trina	\$6.50
Cheese Scone	Trina	\$2.00
7 x All Pop	Trina, Harvey, Mark, Colleen	\$19.25
Coffee	Heather, Annette, Jim, Skip	\$2.50
Juice	Don	\$2.95
Fries	Skip	\$2.50

Food Total	\$134.40
Beverage Total	\$24.70
<hr/>	
Sub Total	\$159.10
GST, 5%	\$7.96
Gratuity (18%)	\$28.64
<hr/>	
<b>Total</b>	<b>\$195.70</b>

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TRANSACTION RECORD  
 RELEVÉ DE TRANSACTION

**ECOfacé Pigeon Lake**  
 #10 Village Drive RR2  
 Westeros, Alberta  
 Canada, T0C2V0  
 Tel: 7805862627

Printed September 18, 2019 at 12:35 PM

**Order ID: 39783**  
 Type: Purchase  
 Date/Time: 2019-09-18 12:35:15  
 Server: Brenda  
 Card Number: XXXXXXXXXXXXX  
 Account Type:  
 Auth #: 066608  
 Ref #: 662852730010016820 C

A0000000041010  
 000008000E800

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**Total: \$195.70**

Important - retain this copy for your records

\*\*\* CUSTOMER COPY \*\*\*

**Employee Expense Reimbursement Request**

Employee Name: Jim Seutter  
 Vendor No: 32034 Employee No: \_\_\_\_\_  
 School/Dept: 210/Board of Trustees

Prepared by: Amy Desaulniers  
Print Name  
 Employee: J. Seutter  
Print Name  
 Authorized by: T. Boymod  
Print Name

\_\_\_\_\_ (Signature Required)




Date:	September 26, 2019		
Invoice No:	210	EE	SEP1719

(XXX = School/Dept Code)

*BRD*

*Note: Employee signature must be obtained prior to reimbursement.*

MILEAGE					
Summary as per Mileage Worksheet					
	Kms.	Fund	GL Code	GST	Total incl. GST
School Mileage	0		XXX-XXX-XXX-6520	-	-
Other Mileage	192		210-540-520-6520 <i>6520</i>	4.85	101.76
Staff Development Mileage	0		210-540-520-7332	-	-

EXPENSES						
Date	Business Name	Description of Expense (e.g. Classroom Supplies)	Fund	GL Code	GST	Total incl. GST
  						
<b>TOTAL MILEAGE &amp; EXPENSES</b>					\$ 4.85	\$ 101.76

DATE mm/dd/yy	ROUND TRIP MILEAGE from Central Services to Schools	Kms.	TOTAL Incl. GST	GST
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
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		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
		0	-	-
<b>TOTAL</b>		<b>0</b>	<b>\$ -</b>	<b>\$ -</b>

DATE mm/dd/yy	OTHER MILEAGE Description of Trip	Kms.	TOTAL Incl. GST	GST
2019-09-17	Brd Retreat	192	101.76	4.85
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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			-	-
			-	-
			-	-
			-	-
<b>TOTAL</b>		<b>192</b>	<b>\$ 101.76</b>	<b>\$ 4.85</b>

DATE mm/dd/yy	STAFF DEVELOPMENT MILEAGE Description of Trip	Kms.	TOTAL Incl. GST	GST
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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			-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>TOTAL</b>		<b>0</b>	<b>\$ -</b>	<b>\$ -</b>

SAWMILL  
 2016 SHERWOOD DRIVE  
 SHERWOOD PARK AB T8A 3X3  
 (780)467-1144  
 GST# R106113053

SAWMILL PRIME RIB  
 & STEAK HOUSE  
 2016 Sherwood Drive  
 Sherwood Park AB T8A3X3  
 780-467-1144

\*\* TRANSACTION RECORD \*\*

Tran. #: 827  
 RVC: Dining Room  
 Table #: 74  
 Check #: 3586  
 Group #: 1  
 Employee #: 100354  
 Employee: Myra W

Type: Purchase  
 Acct: ---  
 Card #: xxxxxxxxxxxx

Amount CAD\$220.42

Reference #:  
 66277815 0017200080 C  
 Auth. #: 095623  
 SMSHCS12/W66277815 005  
 10/30/2019 8:13:07 PM

A0000000041010  
 0000008000 6800

APPROVED - THANK YOU  
 01-027

VERIFIED BY PIN

Customer Copy

IMPORTANT  
 Retain this copy for  
 your records

(est. 1976)



100354 Myra W

Tbl 74/1 Chk 3586 Gst 10  
 Oct30'19 04:58PM

2 Pop @ 3.25	Jim Trina	6.50
2 **SIDE ONLY**		0.00
1 PrimeRib12	Jim	35.95
	Mushroom Gravy	1.95
1 SirSand 7oz	Skip	23.95
1 Thai Bowl	Annette	19.95
1 Calamari Jalapen	Annette	13.95
1 PrimeRib 8	Coleen	28.95
1 PrimeRib 8	Harvey	28.95
	100 %	
Stk 4 For 2		28.95-
1 PrimeRib12	Trina + Jim	35.95
	100 %	
Stk 2 For 1		35.95-
	BRULEE	
1 OPEN FOOD	Trina	7.95
	BRULEE	
1 OPEN FOOD	Jim	7.95
	CRISP STRAW	
1 OPEN FOOD		7.95
	DOME	
1 OPEN FOOD	Cokey, Harvey	12.95

Food 232.90  
 Discounts 64.90-  
 Service Chrg 41.92  
 GST 10.50  
 Amount Due 220.42

Thank-you for your patronage

The Sawmill  
 Loyalty Program

Ask your server how  
 to join today!

Feedback

sawmillrestaurant.com/feedback

Facebook

fb.com/sawmillsherwoodpark

## P-Card Receipts

Employee: **Trina Boymook**

Department: **210/BRD**

Description: **Sawmill Steak House / ATA Dinner**

**Subsistence – Dinner**

Date: **October 30, 2019**

Type of Expense(s): **Working – BRD**

Split GL Code(s)/Amount(s):

T. Boymook  $\$17.96 + 3.25 + 7.95 + 6.97$  (Service Charge) + 1.81 (GST) = \$37.94

Jim Seutter  $\$17.98 + 1.95 + 3.25 + 7.95 + 6.99$  (Service Charge) + 1.91 (GST) = \$40.03

Colleen Holowaychuk  $\$14.48 + 7.95 + 6.99$  (Service Charge) + 1.47 (GST) = \$30.89

Harvey Stadnick  $\$14.48 + 12.95 + 6.99$  (Service Charge) + 1.72 (GST) = \$36.14

Annette Hubick  $\$19.95 + 13.95 + 6.99$  (Service Charge) + 2.04 (GST) = \$42.93

Skip Gordon  $\$23.95 + 6.99$  (Service Charge) + 1.55 (GST) = \$32.49

Total Amount of Receipt(s):  **$\$124.70 + 6.50 + 36.80 + 41.92$  (Service Charge) + 10.50 (GST) = \$220.42**